



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Use Certificate Application

Applicant(s) Name: _____ Email: _____

Address: _____

Telephone Numbers: _____ Cell Number: _____

Location of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

If use involves an event, please provide name and type:

Beginning Date/Time: _____ Ending Date/Time: _____

Is soil to be disturbed or removal of vegetation required? (Please Circle one of the following):

Yes / No If so, please estimate surface area of land disturbance: _____

Is connection to water supply well or septic system being proposed? (Please circle one of the following): Yes / No If so, please specify in Detailed Description No.4 below.

Is food to be served? (Please circle one of the following): Yes / No If so, please specify in Detailed Description No.7 below.

Detailed Description of the Request: (Submit attachments including a description of the use or event and submit drawing/or site plan if applicable.) Please show proposed location of:

1. Proposed use areas
2. Parking areas, parking aisles and vehicular circulation, including vehicle entrances and exits;
3. Loading/unloading areas (if applicable)
4. Well, sewage disposal areas and all components of the sewage disposal system, including septic tanks, distribution boxes, pump chambers, etc.
5. Specify use and location of portable toilets (if applicable);
6. Specify use and location of temporary structures, including tents and stages for indoor and/or outdoor events (if applicable)
7. Specify details of food service arrangements (if applicable), and show location on site plan.
8. Specify details of COVID-19 Safety & Health guidelines (if applicable). If use involves an indoor and/or outdoor event or gathering, please refer to the following link found on the Talbot County Health Department website to submit an application form:
[COVID-19 Guidance for Planning Indoor and Outdoor Events, Gatherings, and Activities in Talbot County](#)

Office Use Only:

Date Received: _____ Fee Paid: _____ \$

Final Decision: _____

Date Issued: _____ Date of Expiration: _____

Date(s) of Event: _____ Approved by: _____



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Use Certificate Instructions

- A. **Purpose:** Use certificates provide a means for administrative review and approval of temporary uses and certain land uses that require periodic approval or are permitted subject to compliance with conditions.
- B. **Uses requiring a Use Certificate:** A use certificate shall be required for temporary uses and for any land use for which *Talbot County Code*, Chapter 190 requires a use certificate. (Examples: portable storage units; temporary carnivals, weddings and other events; construction or sales office accessory to a construction site; etc.)
- C. **Procedures:**
- (1) An application for a use certificate may require a plot plan or, if applicable, copies of the approved site plan. The Planning Director shall send the application to other agencies having jurisdiction over the proposed use.
 - (2) The Planning Director may refer the application to the Planning Commission for its recommendation on conditions or standards necessary to ensure that the proposed use meets the standards for temporary uses or the requirements for a particular use.
 - (3) The Planning Director shall issue the certificate if:
 - (a) The proposed use complies with all requirements of Chapter 190 of the *Talbot County Code*.
 - (b) The proposed use complies with Health Department requirements.
 - (c) The proposal does not require changes to site improvements such as structures, parking, access and buffering, and does not require site plan review in accordance with Chapter 190 of the *Talbot County Code*. If a site plan is required, the site plan process shall be followed instead of the use certificate process.
- D. **Revocation:**
The Planning Director may revoke a use certificate if requirements of the Talbot County Code or conditions of approval are violated.
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At least **30 Days Prior** to the date the use or activity is to begin, this application shall be delivered to Talbot County Department of Planning and Zoning, along with site plan, if applicable, and filing fee. Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.